

ROUTING AND TRANSMITTAL SLIP		Date
		18 NOV 1985
1. (Name, office symbol, room number, building, Agency/Post)	Initials	Date
EXO/DDA	EOU	18 N
2. ACTING ADDA		18 N
3. DDA		18 NOV 1985
4.		
5. DDA REG.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: each office director
 DA/Plans
 DA/MS
 DA/CMS

> done 11/18/85



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS		X		
16	VC/NIC				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date _____			

Remarks	
---------	--

Executive Secretary
18 NOV 85
Date

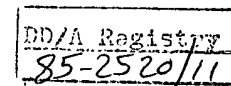
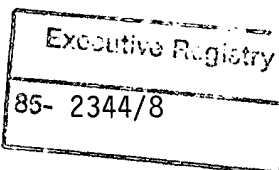
3637 (10-81)

UNITED WAY NATL CAP AREA
2100 M ST NW RM12
WASH DC 20037 14PM

Western Union Mailgram



1-019686A318 11/14/85 ICS IPMWGWC WSH WSHA
00200 MGM MNWASHINGTON DC 150 11-14 517P EST



WILLIAM J CASEY
DIRECTOR
CENTRAL INTELLIGENCE AGENCY
WASHINGTON DC 20505

DATA REGISTRY
11/14/85 20-1-...

THERE ARE ONLY 8 WORKING DAYS REMAINING BEFORE THE NOVEMBER 26 CFC VICTORY LUNCHEON. THE CENTRAL INTELLIGENCE AGENCY REPORTED RAISING 67 PERCENT OF GOAL. DUE TO THE LIMITE TIME AVAILABLE TO ACHIEVE YOUR GOAL, PLEASE GIVE YOUR PERSONAL LEADSHIP TO YOUR CAMPAIGN BY :

- DISCUSSING WITH YOUR MANAGEMENT STAFF THE URGENT NEED FOR SUCCESS IN THIS CAMPAIGN;
- REIVEWING YOUR CAMPAIGN WITH YOUR STAFF TO IDENTIFY WEAK SPOTS AND SET IN ACTION WORKABLE PLANS TO ENSURE IMPROVEMENT, AND
- MAKING IT CLEAR THAT MANAGEMENT HAS A RESPONSIBILITY TO REACH EVERY EMPLOYEE BEFORE THE CAMPAIGN EFFORT IN ANY UNIT IS ENDED.

THANK YOU FOR YOUR SUPPORT ON BEHALF OF THE ADMINISTRATION AND ALL THOSE IN NEED WHO ARE SERVED BY CFC SUPPORTED AGENCIES.

SINCERELY

ELIZABETH HANFORD DOLE
SECRETARY OF TRANSPORTAITON
CFC CHAIRPERSON

19:15 EST

MGMCOMP

